



Communications/Electronics Systems Analyst

Department: General Services

EEO Code: 23

Class Code: 3151

FLSA: N

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in maintaining and repairing all 800 MHz field equipment, microwave equipment, mobiles and portables and maintaining documents and system data for the 800 MHz system; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

Maintains and repairs County microwave system and records and updates maintenance documents; maintains and repairs 800 MHz base stations and related simulcast audio processing equipment; maintains and repairs 800 MHz console equipment and Central Electronics Bank (CEB); maintains programming and programming records for the CEB; assists supervisor with maintaining documents on board level contract maintenance repairs for the Central and remote site controllers and microwave modems; maintains system parameters for simulcast operation within specifications and to maintain all documentation and necessary records regarding system phasing and level setting; performs customer requested expansion, upgrades or equipment reconfiguration as required on all 800 MHz related systems; performs regularly scheduled preventive maintenance routines system wide with documentation; operates computer to perform parameter maintenance or modifications to confidential system information; assists lower level staff in maintenance and repair of 800 MHz mobiles and portables and other non-800 type radios and equipment; assists supervisor in planning and installation of new systems; assists with troubleshooting problems and techniques; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of pertinent FCC rules and regulations and reporting requirements; considerable knowledge of electronic and electrical theory and its application to County communications systems; considerable knowledge of methods, materials, tool, and practices involving modern communications equipment.

Considerable skill in reading and understanding electrical and electronic sketches, blueprints and schematics; in the use of electrical apparatus, tools and testing devices; in establishing and maintaining good customer relations.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma supplemented by college level course work in electronics technology and six years of experience in related communications and electronics work; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid vehicle operator's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
